



Real Estate Services Department Leasing and Acquisition

March 2, 2016

RE: REQUEST FOR PROPOSALS (RFP) – VICTORVILLE – DEPARTMENT OF AGING AND ADULT SERVICES & PUBLIC AUTHORITY IN-HOME SUPPORTIVE SERVICES PROGRAM – REQUIREMENT FOR OFFICE SPACE

Dear Prospective Proposers:

San Bernardino County's Real Estate Services Department is accepting proposals prior to **April 29, 2016, at 5:00 p.m.**, for the lease of a building for commercial office use for the Human Services (HS) Departments: Department of Aging and Adult Services ("DAAS") and Public Authority In-Home Supportive Services Program (IHSS PA) in the Victorville area. Specifications are for a 16,947 square foot build-to-suit or existing building. The desired occupancy date is July 1, 2018, or sooner.

- ±16,947 square feet of commercial office space
- Lease term of ten (10) years with two (2) five-year options
- Parking Requirements: 135, including twenty-five (25) secured spaces reserved for County vehicles
- Modified existing Class A or new build-to-suit building
- Full service lease preferred
- Victorville area, within the boundaries set by:
 - Apple Valley Road on the east
 - Main Street on the south
 - Highway 395 on the west
 - Hook Blvd/Roy Rogers Dr. on the north

The RFP package including premises specifications, a sample floor plan and lease agreement can be obtained via the County's eProcurement (ePro) website, <https://epro.sbcounty.gov> (Bid # RESD116-RES-1780) or by calling our office at (909) 387-5252 or emailing admin@res.sbcounty.gov. If you have space that meets these requirements, please send a proposal per the instructions in the RFP package to the following address no later than **5:00 p.m., on Friday, April 29, 2016**:

County of San Bernardino
Real Estate Services Department
385 N. Arrowhead Avenue, 3rd Floor
San Bernardino, CA 92415-0180
Attn.: Elsy Banks

Proposers are required to register at <http://epro.sbcounty.gov/epro> prior to the submission deadline. Late or incomplete proposals will not be accepted. Please provide your assigned ePro Vendor Number on the proposal. For assistance with registration or other ePro functions, please contact Vendor Support via email at ePro.Vendors@buyspeed.com or via phone at (855) 800-5046.

If you have questions regarding this RFP, please contact Elsy Banks at (909) 677-7950 or via email at ebanks@res.sbcounty.gov.

Sincerely,

Elsy Banks, Real Property Agent

cc: Ron Buttram – DAAS
Rosa Hidalgo – IHSS PA
Shane Theriot – HS ASD

RFP – CIP No. 15-255